



## CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

Planning Division (408) 779-7248

### TENTATIVE SUBDIVISION MAP

#### Filing Requirements

#### A. PURPOSE

The purpose of a Subdivision application is to regulate and control the division of land, and to enforce the provisions of the City's Subdivision Ordinance (Title 17 of the Municipal Code). These provisions are deemed necessary for the preservation of the public health, safety and general welfare, to promote open space, conservation, protection, and proper use of land and to insure provisions for adequate traffic circulation, utilities and services.

#### B. FILING REQUIREMENTS

##### 1. Initial Submittal:

- a. Uniform Application.
- b. **Five (5)** sets of Tentative Subdivision Map plans (see Section C).
- c. **Seven (7)** sets of Tentative Subdivision Map plans reduced to 11" x 17" in size.
- d. Environmental Checklist.
- e. Other Reports (see Section D).
- f. Environmental Notice Requirements, if applicable (see Section E).
- g. Public Notice Requirements (see Section F).
- h. Public Notice/Project Identification Sign (see Section G).
- i. Filing Fees (see Fee Schedule attached to the Uniform Application).
- j. **PROOF OF FILING FOR DEVELOPMENT AGREEMENT, PURSUANT TO RESIDENTIAL DEVELOPMENT CONTROL SYSTEM ALLOCATION, IF THE MAP IS A RESIDENTIAL MAP.**
- k. **PROOF OF PAYMENT OF TAX LIENS, PURSUANT TO SECTION 17.16.050 OF THE MUNICIPAL CODE.**

##### 2. Final Submittal:

- a. **One (1)** additional Tentative Subdivision Map plan, and **eight (8)** additional sets of Tentative Subdivision Map plans reduced to 11" x 17" in size.
- b. 8 ½" X 11" reduced copy of each sheet of the Tentative Subdivision Map plans.

- c. In accordance with Assembly Bill 3158, Chapter 1706, the County Clerk's Office will be charging the following fees for processing environmental documents:
- o \$25 for processing Notice of Determinations;
  - o \$1,250.00 for processing Negative Declarations which require review by the State Department of Fish and Game; and
  - o \$850.00 for processing Environmental Impact Reports which require review by the State Department of Fish and Game.

The project planner will inform you as to the amount which will be required, if any, for environmental work relevant to your project. Any check(s) required should be made payable to the "County Clerk" and shall be submitted as part of the final submittal.

## C. SUBMITTAL PLANS

### 1. Plan Preparation:

- a. All plans shall be drawn on uniform sheets **no greater** than 24" X 36" (or as approved by the Community Development Department).
- b. All plans shall be stapled together along the left margin.
- c. All plans shall be folded into 1/8 sections or folded to a size not to exceed 9" x 12".
- d. All plans shall be clear, legible and accurately scaled.

### 2. Tentative Map

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- a. Scale: Engineering scale not to exceed 1"=40'.
  - b. The tentative map shall be prepared by a registered Civil Engineer.
  - c. All lettering size shall be a minimum 1/8".
  - d. The following information shall be included on the Map:
    - o A title which shall contain the subdivision number, subdivision name and type of subdivision.
    - o Name and address of legal owner, subdivider, and person preparing the map (including the registration number).
    - o Sufficient legal description to define the boundary of the proposed subdivision.
    - o Date, north arrow, scale and contour interval.
    - o Assessors Parcel Number.
    - o Existing and proposed land use.

- A vicinity map showing roads, adjoining subdivisions, creeks, railroads, and other data sufficient to locate the proposed subdivision and its relation to the community.
- The approximate location of the 55, 60, 65, and 70 CNEL contours, if any.
- Proposed improvements to be shown shall include but not be limited to:
  - The location, grade, centerline radius and arc length of curves, pavement and right-of-way width, and name of all streets. Typical sections of all streets shall be shown.
  - The location and radius of all curb returns and cul-de-sacs.
  - The location, width, and identity of all easements. **PROOF OF RECORDED OFF-SITE EASEMENTS IS REQUIRED, IF ANY ARE PROPOSED.**
  - The angle of intersecting streets if such angle deviates from a right angle more than 4 degrees.
  - The approximate lot layout and the approximate dimensions of each lot and of each building site **INCLUDING ANY DESIGNATED REMAINDER OR EXCEPTION OF LESS THAN 5 ACRES.** Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the lot number.
  - The location of proposed recreational sites, trails and parks for private or public use.
  - The location of proposed common areas and areas to be dedicated to public open space.
  - The location and size of sanitary sewers, water mains and storm drains. Proposed slope and approximate elevations of sanitary sewer and storm drains shall be indicated.
- The name(s) of any geologist or soils engineer whose services were required in the preparation of the design for the tentative map.
- If the subdivider intends to develop the site in units (or phases), the subdivider shall show the proposed units and their proposed sequence of construction on the tentative map.
- Name of any assessment district in which the subdivision is located.

### 3. Conceptual Grading Plan

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- a. Scale: Engineering scale not to exceed 1"=40'.
  - b. Grading plans must be prepared by a Licensed Civil Engineer.
  - c. All items (existing and proposed) shall be drawn to scale and clearly defined with distances, spot elevations, gradients, contours, details, cross sections, flow arrows, etc.

- d. Proposed items shall be designated with solid lines, existing with small dashes, and future with long dashes.
- e. The following information shall be included on the plan:
  - o Name, address, and phone number, of applicant, architect and/or engineer.
  - o Legend, north arrow, scale, vicinity map.
  - o Contour grading. The source and data of existing contours shall be provided.
  - o Maximum contour interval will be as follows:

Slope	<u>Less than 2%</u>	<u>2% - 5%</u>	<u>5% - 10%</u>	<u>Over 10%</u>
Interval	1'	2'	5'	10'
  - o Cross-sections at all property lines.
  - o Drainage and flood control facilities; size and type.
  - o Easements, property lines, rights-of-way.
  - o Separate cut and fill areas (quantity to be called out on plan).
  - o Erosion control measures.
  - o Existing features and topography within, and 100' beyond the site boundaries, including but not limited to:
    - Existing contours at 2' intervals when slope is less than 10% and at 5' intervals when slope is greater than 10%.
    - Type, circumference and dripline of existing trees. Any tree proposed to be removed shall be so noted.
    - The approximate location and outline of existing structures identified by type. Any structures proposed to be removed shall be so noted.
    - The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each water course.
    - The location, pavement and right-of-way width, grade, and name of existing streets or highways.
    - The location, width and identity of all existing easements.
    - The location and size of existing sanitary sewers, water mains and storm drains. The approximate slope of existing sewers and storm drains shall be indicated, as well as the location of existing overhead utility lines on peripheral streets.
  - o Proposed grading; structures, curbs, retaining and/or sound walls (top and footing elevations), gutters, pavement, walks, swales, mounding, slopes, open space, trails, etc.
    - Proposed contours at 2' intervals if the existing slope is less than 10% and 5' intervals if the existing slope is more than 10%.
  - o Shade pavement areas, open space areas, and slopes 20% or steeper.
  - o Streets; cross-sections (every 50'), improvements, right-of-way, etc.
  - o Structures; footprints, pad and floor elevations, etc.

## **D. OTHER REPORTS**

Any other data or reports deemed necessary by the Community Development Department.

## **E. ENVIRONMENT NOTICE REQUIREMENT, if applicable**

1. Typed list of all property owners and/or occupants contiguous to the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers).
2. Stamped, addressed, legal size envelopes (do not use postage meter, and no return address) of all property owners and/or occupants from above list.

## **F. PUBLIC NOTICE REQUIREMENTS**

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessors Parcel Numbers).
2. Stamped, addressed, legal size envelopes (do not use postage meter, and no return address) of all property owners from above list.

## **G. PUBLIC NOTICE/PROJECT IDENTIFICATION SIGN**

1. Detailed elevation of public notice sign required by Section 18.02.085 of the Zoning Ordinance. Said elevation shall include dimensions of the sign (\*), required language (\*\*), color, size and letter style of sign copy, color and material of sign.
2. Site plan, showing exact location of required public notice sign.
3. Installation detail showing cross section through sign and installation information such as specifications of hardware and materials.
4. There are two sizes of public notice signs:
  - a. A 2' x 3' with a maximum overall height of 8' for “minor” projects. Minor projects consist of minor subdivisions of four or fewer parcels, and conditional use permits and site and architectural reviews which do not involve the establishment of new buildings on vacant sites.
  - b. A 4' x 8' with a maximum overall height of 8' for “major” projects. Major projects include subdivision of five or more parcels, and conditional use permits and site and architectural reviews which involve the establishment of new buildings on vacant sites.

Exceptions to the use of 4' x 8' signs, allowing for use of the smaller sign, may be made by the Community Development Department - Planning Division if it is not practicable to install a large public notice/project identification sign.

- \*\* Up to 75% of the overall sign area must be used to provide a general description of the project and the name of the project applicant. The public notice portion of the sign message must constitute at least 25% of the overall sign area and notify the public of the nature of the proposed project (e.g., the number of homes, size and type of commercial/industrial building, etc.), as well as provide the following message:

“For more information about this proposed project, contact the City of Morgan Hill Community Development Department, Planning Division, 17555 Peak Avenue, Morgan Hill, CA 95037 - (408)779-7248" and refer to File No. \_\_\_\_.” (The file number is assigned to the application by the Planning Division at time of application submittal).